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Personnel

**LABORATORY PERSONNEL
DEMONSTRATION PROJECT
ADMINISTRATION**

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This policy directive does not apply to the Air National Guard or US Air Force Reserve units and members. It directs the Air Force Science and Technology (S&T) reinvention laboratories to implement the Air Force Laboratory Personnel Demonstration Project authorized under Public Law 103-337, prescribes standardized command level forms, and supports internal and external project evaluation. The demonstration project is critical in enabling AFMC laboratories to ensure technology preeminence of United States air and space forces in the future.

1. S&T Reinvention Laboratories. The Air Force will implement the Air Force Laboratory Personnel Demonstration Project, conduct internal project evaluation, and cooperate with external project evaluation. This directive establishes the following authorities and responsibilities:

1.1. The AFMC Director of Science and Technology (HQ AFMC/ST) is responsible for overseeing implementation and administration of the demonstration project within the command and for serving as the single point of contact with the Department of Air Force (AF), Department of Defense (DoD), and the Office of Personnel Management (OPM) on demonstration project activities and evaluation. HQ AFMC/ST will oversee the internal project evaluation and, per requirements levied from the Director Defense Research and Engineering, ensure funding for the project's external evaluator.

1.1.1. HQ AFMC/ST will coordinate all demonstration related activities, guidance, and policies with laboratory commanders/directors, product center commanders, Directorate of Personnel (HQ AFMC/DP), Directorate of Plans (HQ AFMC/XP), and Directorate of Financial Management (HQ AFMC/FM). In turn, these functionals will cooperate fully with HQ AFMC/ST to ensure the success of this demonstration and to realize the maximum benefits available.

1.1.2. HQ AFMC/ST is responsible for maintaining the demonstration project operating guide which specifies general command level policy, philosophy, guidance, and instruction. HQ AFMC/ST will maintain command level training materials, software packages, and standardized forms associated with the demonstration project.

1.2. Each S&T reinvention laboratory commander/director is responsible for managing the demonstration project within that laboratory and for assisting HQ AFMC/ST in coordinating project evaluation and other related activities. As a minimum, each laboratory commander/director will:

1.2.1. Establish a policy board chartered with the responsibility to recommend laboratory specific guidelines, directions, and instructions, according to demonstration project authority, associated waivers, and the operating guide, to the laboratory commander/director. This board will oversee the operation of the laboratory's pay pools, salary adjustments, professional development activities, awards program, fiscal accountability, midperiod assessment feedbacks, supervisory feedbacks, etc.

1.2.2. Generate any laboratory specific operating instructions. The policy board shall maintain the set of operating instructions and delegation authorities for the laboratory.

1.2.3. Appoint a senior personnel advisor over the laboratory demonstration project. This function is responsible for advising the laboratory commander/director on the implications and potential ramifications of management decisions and personnel actions related to the demonstration authority. The personnel advisor serves as an adjunct member of the laboratory's science and engineering (S&E) personnel policy board.

1.2.4. Provide HQ AFMC/ST accurate and timely data relevant to the quality performance indicators (QPI) defined for this policy directive (attachment 1). Report Control Symbol MTC-ST(AR)9501, Science and Technology Mission Element QPI, applies. This reporting is designated emergency status code D: Immediately discontinue this reporting during emergency conditions.

1.3. The Civilian Personnel Flights (CPF) servicing the S&T reinvention laboratories are responsible to provide advice, assistance, and support to the laboratory commander/director, senior personnel advisor, and supervisors as needed to ensure the success of the demonstration project. Each servicing CPF will establish a Memorandum of Agreement with the laboratory to detail the specific support to be provided. As a minimum, each CPF will:

1.3.1. Be responsible for all data entry, maintenance, and retrieval from the Defense Civilian Personnel Data System. The CPFs will ensure the timely processing of Standard Forms 52, **Request for Personnel Action**, Standard Forms 50, **Notification of Personnel Action**, and other personnel related forms.

1.3.2. Provide laboratory supervisors and classification officials with advice and recommendations, as requested, on the appropriate determination and selection of data elements associated with position classification. CPFs will assign competitive levels and civilian position control numbers for positions within the demonstration project.

1.3.3. Assist the laboratory commander/director process and respond to any grievance and/or appeal.

2. Quality Performance Indicators. See attachment 1.

3. Prescribed Forms. AFMC Form 278, **Statement of Duties and Experience**, AFMC Form 279, **S&E Feedback**, AFMC Form 280, **S&E Annual Contribution Assessment**.

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Attachment 1

QPIS FOR LAB PERSONNEL DEMONSTATION

A1.1. DESCRIPTION: The QPIS for this policy directive are established as part of the demonstration's project evaluation criteria. Additional indicators will be assessed under OPM and DoD directed demonstration project evaluation.

A1.2. PURPOSE: To ensure that demonstration project initiatives are implemented and focused on achieving the best workforce to realize the laboratory's mission, adjust/adapt for change, and improve product quality.

A1.3. DESIRED OUTCOME: Improved responsiveness, capabilities, and contribution of laboratories toward ensuring technology preeminence of United States air and space forces. As intermediate outcomes, the directive should improve the cost, quality, and timeliness of laboratory human resource systems, improve the quality of the laboratory S&E work force, increase laboratory management authority and flexibility, and increase customer satisfaction.

A1.4. LINKAGE: Public Law 103-337 authorizes the S&T laboratory personnel demonstration to improve the quality of DoD laboratories. Personnel demonstration authority requires project evaluation by OPM and, in this case, OSD(CPP).

A1.5. PROCESS OWNER: HQ AFMC/ST.

A1.6. CUSTOMER: HQ AFMC functionals, AFMC product center commanders, AFMC laboratory commanders and directors

A1.7. POPULATION: All AFMC laboratory S&E personnel and support organizations

A1.8. FREQUENCY: HQ AFMC/ST, Air Force, DoD, and OPM collect and analyze data and prepare evaluation reports as prescribed in the demonstration's project evaluation plan.

A1.9. SOURCE: Supervisor records, laboratory documentation, servicing CPF records, surveys, etc.

A1.10. EQUATIONS: To be determined when deemed appropriate by the external evaluator.

A1.11. KEY TERMS: CCS is Contribution-Based Compensation System. SDE is the Statement of Duties and Experience (replaces the traditional civilian position description).

A1.12. GRAPHIC PRESENTATION: Not applicable.

A1.13. IMPROVEMENT STRATEGY: HQ AFMC/ST determines reason for negative trend, if it occurs, and recommends fixes to laboratory commanders and directors, product center commanders, HQ AFMC functionals, and OSD(CPP) and OPM, as appropriate.